



PO Box 1876 • 517 SE 3rd Street • Pendleton, Oregon 97801 • 541-276-0181

## Job Description

**Title:** Kennel Cleaner

**Job Summary:** Clean the shelter and provide care to the animals.

**Supervisor:** Shelter Manager

**Duties:**

1. Treat all animals both on and off the job humanely. You are a representative of the PHS/PAWS even when not at work.
2. Clean the shelter; specifically dog kennels, cat condos and outside kennels. Make sure all kennels and condos are clean, sanitized, have fresh bedding/toys, clean water bowls and food trays.
3. Follow all PHS/PAWS protocols.
4. Observe animals for any health and/or behavior concerns and note such on their record.
5. Under direction of Vet Tech give and record shots.
6. In absence of Vet Tech make decisions, in conjunction with Shelter Manager, regarding vet care for animals under PAWS care.
7. Completing animal intakes within 24 hours of their arrival.
8. Ensure all relevant paperwork is completed in a timely manner.
9. Answer to Shelter Manager for supervision.
10. Perform other duties as assigned.
11. Must be able to work on your feet for the duration of your shift.
12. Able to move heavy objects, such as a 50lb bag of dog food.